

MONROE COUNTY

JOB DESCRIPTION

Position Title: FIRE CHIEF AIRPORT RESCUE		Date: Sept 16, 1999
Position Level: 9	FLSA Status: Exempt	Class Code: 9-20

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GENERAL DESCRIPTION

Primary function is to oversee all aspects of the Airport Fire section such as ordering supplies, schedule station work, supervise Airport Rescue Firefighters, supervise training program, schedule maintenance of crash vehicles and all related equipment, maintain airport runway lighting, establish command of all Airport emergencies and direct firefighting and rescue operations.

KEY RESPONSIBILITIES

1. Direct fire and rescue operations.*
2. Organize training for all Airport firefighters.
3. Coordinate with outside agencies, i.e. City Police, City Fire Department, City Rescue, County EMS, Monroe County Sheriff Office, etc.
4. Analyze records and reports to ensure efficient operations.
5. Direct maintenance of airport firefighting apparatus and equipment.
6. Supervise, evaluate and discipline firefighters as required.*
7. Maintain computer records of maintenance and personnel.
8. Order supplies, equipment, tools, etc.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: FIREFIGHTER CHIEF, AIRPORT	Class Code: 9-20	Position Level: 9
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RESUME	
KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On Call 24 hours a day to respond to emergencies at the Airport.
<i>Other:</i>	Requires Florida State Certified Firefighter, First Responder or EMT and valid Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____